

Wortman, Eric

From: Penny Escott <pescott@ramkotarc.com>
Sent: Friday, September 30, 2016 10:15 AM
To: Wortman, Eric
Cc: megan@completemusicandvideo.com
Subject: December 5 & 6, 2016 Meetings
Attachments: 123416093009540.pdf; Direct Bill App.pdf; credit card authorization.pdf; Tax Exempt - 2014.pdf

Good Morning Eric,

Thank you for giving us the opportunity to host your December 5 & 6, 2016 meetings. Thus, I have prepared for you a Catering Agreement , which blocks space for said dates.

Per our conversation, you did mention that you will be recording the meetings. I am including Megan, our in – house audio visual person, in our email, so that she may contact you regarding specific needs.

If the catering agreement meets with your approval, please sign /return at your earliest convenience.

A more specific banquet event order will be forwarded as we have confirmed final setup of the room.

Additionally, to confirm tax exempt status and final payment, I am providing you with tax exempt paperwork, direct bill application and a credit card authorization which will need to be filled out and returned prior to your meetings.

Have a wonderful rest of your day, and I look forward to continuing to work with you

Sincerely,

Penny Escott

Minervas Banquet Department
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